



Time management

Lesson code: 9G1Z-C7NA-NUP5

PRE-INTERMEDIATE

1 What is time management?

Look at the definition below.

Time management is the process of planning and controlling how much time you spend on specific activities.

Do you think you are good at time management? Why/why not?

2 Key vocabulary

Match the words on the left to the definitions on the right.

- | | |
|-------------------|--|
| 1. a goal | a. a plan to meet someone at a particular time and place |
| 2. a deadline | b. a time or day that you need to do something by |
| 3. a priority | c. needing to be done immediately |
| 4. a task | d. not done before now |
| 5. an appointment | e. something that is important and must be done first |
| 6. overdue | f. something that you want to achieve |
| 7. urgent | g. something you have to do that can be difficult |

Now, complete the sentences below using the words from the activity.

1. This bill is _____. Why wasn't it paid last month?
2. Remember that the _____ for the work is 5pm today.
3. This order is _____. The customer needs it tomorrow.
4. I can't go home yet. I still have one more _____ to finish.
5. Charlie set himself a _____ to finish the presentation by the end of the day.
6. Richard had an _____ to meet a new customer at 10am.
7. This email is a _____. You need to reply to it first.



3 Things to help with time management

Match the words to the pictures

a calendar
a schedule

a diary
a to-do list

apps
colour coding



1. _____

2. _____

3. _____



4. _____

5. _____

6. _____

4 Time management tips

In pairs, look at the time management 'tips' below. Decide which are good advice and which are bad advice.

1. Do unpleasant tasks first.
2. Continue even if you're not making any progress with a task.
3. Prioritise the most important tasks.
4. Make a to-do list of your tasks.
5. Make a plan for the day and stick to it.
6. Decide on the best time of day to do each task.
7. Do any tasks you don't want to do last.
8. Be realistic about how much work you can do in a day.
9. Complete overdue work at the end of the week.
10. Try to do every task perfectly.

5 Managing tasks

Simon is the manager of a large furniture shop. It's Friday, 4pm. The shop is open until 6pm. In pairs, look at his list of tasks below, then decide if they are *high priority* (hp) or *low priority* (lp).

- place an urgent order for a customer who wants a sofa by next Wednesday
- arrange a meeting with a customer who wants to buy a lot of furniture
- prepare a presentation for a trade show
- call a company to ask about a product you would like to sell in the future
- pay your staff their wages
- reply to 10 job applications that arrived last week
- fire an employee who was very rude to one of your main customers
- call one of your customers because his order will be late
- read and sign a contract sent by a delivery company
- show a new employee the office

Now, answer the questions

1. Which tasks should he do first (prioritise)?
2. Which tasks can he do on Monday?
3. Which tasks can he give to someone else?
4. Which tasks should he do by the end of the day?
5. Which tasks can he do next week?

6 Talking point

Discuss any of the following questions:

1. What things stop you completing your tasks on time?
2. Are you a perfectionist? If so, what problems does this cause?
3. Do you have your own personal time management tips?

7 Homework

Write a list of tasks that you have to do for work, and then plan how you will do them.

